

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Clermont County Records Commission Telephone Number (513) 735-8660289 East Main Street Batavia 45103 Clermont
(address) (city) (zip code) (county)(2) FROM: Clermont County Auditor's Office
(Political subdivision name)Linda L. Fraley Linda L. Fraley Auditor
(Signature of responsible official) (Name) (Title) (Date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 9-30-09 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Edwin H. Humphrey 9-30-09
Signature Date(4) Subject to selection upon receipt of a
Certificate of Records Disposal (RC-3):Andrzej Maciej 10/20/09
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Muehl 11-3-09
For the Ohio Auditor of State Date

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
	<u>ACCOUNTING/PAYROLL DEPARTMENT RECORDS</u>			
01-1	Annual Report of the State Auditor's Examination Annual Audit Report of the County and Affiliated County Agencies	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-1A	Annual Report of the State Auditor's Examination Annual Audit Report of the County and Affiliated County Agencies	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-1B	Annual Report of the State Auditor's Examination Annual Audit Report of the County and Affiliated County Agencies	Permanent	Microfilm	
01-2	Appropriation Ledger-Disbursements (General Ledger, Auditor's Ledger)	5 Years	Paper/Electronic	
01-3	Appropriation Ledger- Receipts (General Ledger, Auditor's Ledger)	5 Years	Paper/Electronic	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

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(Political subdivision name)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-4	Appropriation Resolutions	5 Years	Paper/Electronic	
01-4A	Charge Backs of Election Expenses	Until Audited	Paper/Electronic	
01-5	Comprehensive Annual Financial Report (C.A.F.R.) (OAC 117-1-11) Popular Annual Financial Report (PAFR) Annual Information Statement (AIS)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-5A	Comprehensive Annual Financial Report (C.A.F.R.) (OAC 117-1-11) Popular Annual Financial Report (PAFR) Annual Information Statement (AIS)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-5B	Comprehensive Annual Financial Report (C.A.F.R.) (OAC 117-1-11) Popular Annual Financial Report (PAFR) Annual Information Statement (AIS)	Permanent	Microfilm	
01-6	Court Warrants and Warrant Stubs/Journal of Court Warrants Issued	Until Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
01-6A	Furtherance of Justice Reports	5 Years	Paper/Electronic	
01-7	Financial Statements for Affiliated County Agencies (Park District, Health District, Soil and Water, MRDD, MHRB etc.)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-7A	Financial Statements for Affiliated County Agencies (Park District, Health District, Soil and Water, MRDD, MHRB etc.)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-7B	Financial Statements for Affiliated County Agencies (Park District, Health District, Soil and Water, MRDD, MHRB etc.)	Permanent	Microfilm	
01-8	Monthly Financial Statements (Auditor's Monthly Statement of County Finances; ORC 319.15) Requests for Transfer of Funds (Transfers) Outstanding Warrant (OSW) Report, Department Monthly Reports	5 Years	Paper/Electronic	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-9	Pay-Ins To Treasury Records (Pay-In Forms)	4 Years	Paper/Electronic	
01-10	Payroll Records (Payroll Registers, Payroll Reports Year To Date, Pollworker Payroll Registers) W-2's 1099's	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-10A	Payroll Records (Payroll Registers, Payroll Reports Year To Date, Pollworker Payroll Registers) W-2's 1099's	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-10B	Payroll Records (Payroll Registers, Payroll Reports Year To Date, Pollworker Payroll Registers) W-2's 1099's	Permanent	Microfilm	
01-11	Time Input Worksheets and/or Department Input Worksheets, Individual and/or Department Benefits Reports/Authorizations	3 Years	Paper/Electronic	
01-12	P.E.R.S. Members Application For Refund of Accumulated Contributions (Form A-4, P.E.R.S. Refund Applications)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-12A	P.E.R.S. Members Application For Refund of Accumulated Contributions (Form A-4, P.E.R.S. Refund Applications)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-12B	P.E.R.S. Members Application For Refund of Accumulated Contributions (Form A-4, P.E.R.S. Refund Applications)	Permanent	Microfilm	
01-13	Public Assistance Programs Financial Reports (Aid to Dependent Children and General Assistance Reports ORC 329.091)	5 Years Provided Audited	Paper/Electronic	Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-14	Public Employees Retirement System Report	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-14A	Public Employees Retirement System Report	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-14B	Public Employees Retirement System Report	Permanent	Microfilm	
01-15	Preliminary Payroll Registers and other Preliminary Reports	3 Years	Paper/Electronic	
01-16	Purchase Orders & Re-enter Statements	3 Years	Paper/Electronic	
01-17	Treasurer's Daily Statements/Daily Receipts Register/Revenue Reports or TF-6 Reports	Until Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.25 O.R.C.
01-18	Tax Levies (Tax Rates)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-18A	Tax Levies (Tax Rates)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-18B	Tax Levies (Tax Rates)	Permanent	Microfilm	
01-19	Accounting/Payroll System Security and Authorization Sheets	5 Years	Paper/Electronic	
01-20	Vouchers	5 Years	Paper/Electronic	
01-20A	Accounting Journal Entries	5 Years	Paper/Electronic	
01-20B	Payroll Journal Entries	5 years	Paper/Electronic	
01-21	Warrants, Canceled/Paid (Vendor & Payroll)	5 Years	Paper/Electronic	
01-22	Warrant Register (Check Register)	8 Years	Paper/Electronic	
01-23	CAFR, PAFR, AIS, and Financial Reports of Affiliated County Agencies Journal Entries and Working Papers	5 Years	Paper/Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-110	Quarterly Reports from Deferred Compensation Plans and 941's	7 Years	Paper/Electronic	
01-111	Direct Deposit Reports	Until Audited	Paper/Electronic	
01-112	Income Tax Reconciliations (School and Municipal)	7 Years	Paper/Electronic	
01-113	Payroll Deduction Reports to Include Back-up	5 Years	Paper/Electronic	
01-114	Payroll Distribution Reports	Until Audited	Paper/Electronic	
	<u>GENERAL OFFICE RECORDS</u>			
01-24	Applications for Employment	6 Months	Paper/Electronic	
01-25	Bids (Successful)	File With Contracts Retain 15 Years After Expiration of Contract	Paper/Electronic	
01-26	Bids (Unsuccessful)	2 Years After Letting of Contract	Paper/Electronic	
01-27	Bond Coupons	Until Issue Is Paid Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
01-28	Bond Registers	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-28A	Bond Registers	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-28B	Bond Registers	Permanent	Microfilm	
01-29	Bonds (Redeemed)	Until Issue Is Paid Provided Audited	Paper/Electronic	
01-30	Contracts (ORC 2305.06)	15 Years After Expiration or Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-30A	Contracts (ORC 2305.06)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

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01-30B	Contracts (ORC 2305.06)	15 Years After Expiration	Microfilm	
01-31	Correspondence	1 To 5 Years At The Discretion Of Office Supervisor	Paper/Electronic	
01-32	Employee Time Sheets (ORC 2305.11)	1 Year After End Of Fiscal Year, Provided Audited	Paper/Electronic	
01-33	Inventories, Annual of County Property (Inventories of Fixed Assets by Department)	3 Years Provided Audited	Paper/Electronic	
01-34	Leave Requests (Sick, Vacation & Personal)	3 Years After End Of Fiscal Year	Paper/Electronic	
01-35	Obsolete Blank Forms	30 Days After Obsolescence	Paper/Electronic	
01-36	Personnel Files	2 Years After Employee is Terminated Then Microfilm and Destroy Paper Copy.	Paper	
01-36C	Personnel Files	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-36D	Personnel Files	Permanently	Microfilm	
01-36A	Record of Official's Bonds (ORC 321.02; ORC 2305.12) Copy of Surety Bonds Filed By County Officials	10 Years After Bond Expiration, Provided Audited	Paper/Electronic	
01-36B	Record of School Treasurer's Bonds	10 Years After Bond Expiration, Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
01-115	Worker Compensation Reports	7 Years	Paper/Electronic	
01-116	State and Federal Grant Reports	5 Years	Paper/Electronic	
01-117	Resolution Accepting Amounts and Rates and Authorizing the Necessary Tax Levies	5 Years	Paper/Electronic	
01-118	Distributions of Local Government Money, Cigarette Tax Money and Lodging Taxes	10 Years	Paper/Electronic	
01-119	Bond Transcripts	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	

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01-119A	Bond Transcripts	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-119B	Bond Transcripts	Permanent	Microfilm	
01-120	Vendor Affidavits	5 Years	Paper/Electronic	
01-121	BCC Certification Reports	5 Years	Paper/Electronic	
	<u>REAL ESTATE RECORDS</u>			
01-37B	Abstracts of Delinquent Tax (Real Estate)	Permanent	Microfilm	
01-38	Abstracts of Tax/Tax Assessment List (Real Estate, Exempt, Estate, Public Utilities, Money Abstract)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-38A	Abstracts of Tax/Tax Assessment List (Real Estate, Exempt, Estate, Public Utilities, Money Abstract)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-38B	Abstracts of Tax/Tax Assessment List (Real Estate, Exempt, Estate, Public Utilities, Money Abstract)	Permanent	Microfilm	
01-39	Addition And Deduction Lists (Computer Generated Record Of Additions And Deduction; ORC 319.39)	6 Years Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.23 O.R.G.
01-40	Addition/Correction Orders (Adders & Remitters)	3 Years	Paper/Electronic	
01-41	Annexation Records (ORC 709.06) (Certificate of Annexation Proceedings)	10 Years	Paper/Electronic	
01-42	Application For Deduction For Destroyed Property	6 Years	Paper/Electronic	
01-43	Application for Exemption	6 Years	Paper/Electronic	
01-44	Application For 2 2% Tax Reduction On Home (2 2% Reduction Applications)	3 Years	Paper/Electronic	
01-45	Application For The Valuation Of Land In Accordance With Its Agricultural Use Valuation (Form 109-A CAUV Renewal Applications) (ORC 929.02; OAC 5705-5-05)	1 Year After Recoupment Provided Audited	Paper/Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-46	Renewal Application For The Valuation Of Land In Accordance With Its Agricultural Use Valuation (Form 109-A CAUV Renewal Applications) (ORC 929.02; OAC 5705-5-05)	6 Years Provided Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
01-47	Assessment Lists (Real Estate Valuations For Taxation) (ORC 319.49)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-47A	Assessment Lists (Real Estate Valuations For Taxation) (ORC 319.49)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-47B	Assessment Lists (Real Estate Valuations For Taxation) (ORC 319.49)	Permanent	Microfilm	
01-48	Special Assessments Records (ORC 319.61) Including Sewer, Sidewalk, Street Lights, Street Assessments & Public Water Courses	5 Years After Last Assessment Paid	Paper/Electronic	
01-49	Building Permit Activity Reports	1 Year	Paper/Electronic	
01-49A	Forestry Program Records (Certificates of Classification of Forest Lands, Forestry Management Agreements)	3 Years After Removal From Program By ODNR Decertification	Paper/Electronic	
01-50	Forfeited Lands And Lots (Forfeited Land Sales, Forfeited Land Lists)(ORC 5723.04)	21 Years or Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-50A	Forfeited Lands And Lots (Forfeited Land Sales, Forfeited Land Lists)(ORC 5723.04)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-50B	Forfeited Lands And Lots (Forfeited Land Sales, Forfeited Land Lists)(ORC 5723.04)	21 Years	Microfilm	
01-51	Homestead And Disabled Exemption Applications (Retain As Long As Applicant Is Eligible)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-51A	Homestead And Disabled Exemption Applications (Retain As Long As Applicant Is Eligible)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-51B	Homestead And Disabled Exemption Applications (Retain As Long As Applicant Is Eligible)	Permanent	Microfilm	
01-52	Land Contract Records (Permanent Record in the County Recorder's Office)	1 Year After Filing Date	Paper/Electronic	
01-53	Real Estate Tax Settlements	10 Years	Paper/Electronic	
01-54	Reappraisal (Appraisal Cards, Property Records Cards, Grid Cards, Appraisal-New Buildings) (ORC 5705-3-10)	12 Years	Paper/Electronic	
01-55	Reappraisal/Triennial Work Papers	3 Years	Paper/Electronic	
01-56	Receipts & Receipt Book	Until Audited	Paper/Electronic	
01-56A	Rural Enterprise Zone Agreement Records	10 Years After Expiration of the Agreement	Paper/Electronic	
01-57	Split Bills	Retain Until 1 Year After Information Recorded On Tax List (2 Years)	Paper/Electronic	
01-58	Split Duplicates	Retain Until 1 Year After Information Recorded on Tax List (2 Years)	Paper/Electronic	
01-59	Tax List-Delinquent Real Estate (Delinquencies Recorded Cumulatively)	2 Years	Paper/Electronic	
01-60	Tax List-Real Estate (Tax Duplicate Book) (ORC 5719.04) (1992 Through 2005 Tax Years On Fiche) (2006 Through Current On Microfilm)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-60A	Tax List-Real Estate (Tax Duplicate Book) (ORC 5719.04) (1992 Through 2005 Tax Years On Fiche) (2006 Through Current On Microfilm)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-60B	Tax List-Real Estate (Tax Duplicate Book) (ORC 5719.04) (1992 Through 2005 Tax Years On Fiche) (2006 Through Current On Microfilm)	Permanent	Microfilm	
01-61	Transfer Records (Auditor's Register Of Real Estate Transfers)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-61A	Transfer Records (Auditor's Register Of Real Estate Transfers)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-61B	Transfer Records (Auditor's Register Of Real Estate Transfers)	Permanent	Microfilm	
01-62	Transfer Slips (Conveyance Fee & Exempt Forms)	3 Years Provided Audited	Paper/Electronic	Audited means: the year's encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
	<u>PERSONAL PROPERTY DEPARTMENT RECORDS</u>			
01-63	Abstracts Of Delinquent Tax/Personal Property And Classified	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-63A	Abstracts Of Delinquent Tax/Personal Property And Classified	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-63B	Abstracts Of Delinquent Tax/Personal Property And Classified	Permanent	Microfilm	
01-64	Abstract Of Tax/Personal Property (Tax Assessment List)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-64A	Abstract Of Tax/Personal Property (Tax Assessment List)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-64B	Abstract Of Tax/Personal Property (Tax Assessment List)	Permanent	Microfilm	
01-65	Auditor's Tax List-Delinquent Personal/Inter-County (ORC 5719.04)	2 Years After Tax Paid	Paper/Electronic	
01-66	Auditor's Tax List-Personal/Inter-County (ORC 319.29; 5719.04)	2 Years	Paper/Electronic	
01-67	Auditor's Tax List-Delinquent Classified (ORC 5719.04)	Until Tax Paid	Paper/Electronic	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-68	Personal Property Returns-Taxes Paid (ORC 5711.11) (Returns Are Confidential)	5 Years	Paper/Electronic	
01-69	Personal Property Returns- Taxes Delinquent	5 Years After Tax Paid	Paper/Electronic	
01-70	Personal Property Tax Settlements	10 Years	Paper/Electronic	
	<u>ESTATE TAX RECORDS</u>			
01-71	Application For Consent To Transfer Property Or Other Interest Of A Resident Decedent (Consent To Transfer Assets) (ET Form 12)	5 Years	Paper/Electronic	
01-72	Estate Tax Determinations (ET Form 10)	5 Years After Last Entry	Paper/Electronic	
01-73	Estate Tax Records (Inheritance Tax)	5 Years After Last Entry	Paper/Electronic	
01-74	Estate Tax Settlements	10 Years	Paper/Electronic	
01-75	Estate Tax Transmittal Sheets (ET Form 26)	1 Year After Filing	Paper/Electronic	
01-75A	Ohio Estate and Additional Tax Estimated Payment Notice (ORC 5731.23)	Until Assessment is Paid, Provided Audited	Paper/Electronic	Audited means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
01-75B	Ohio Estate Tax Charge (Estate Tax Charge Slips, ET Form 6; ORC 5731.21)	Until Assessment is Paid, Provided Audited	Paper/Electronic	
01-76	Safe Deposit Box Inventories	1 Year After Filing	Paper/Electronic	
	<u>CIGARETTE LICENSE RECORDS</u>			
01-77	Cigarette Dealers' License Record (ORC 5742.16)	10 Years	Paper/Electronic	
01-78	Cigarette License Applications (ORC 5743.15) (Duplicate Copy of License Attached)	1 Year Provided Audited	Paper/Electronic	
01-78A	Report of Licensed Cigarette Sellers (ORC 5743.16)	5 Years	Paper/Electronic	
01-78B	Cigarette License Tax Settlements	10 Years	Paper/Electronic	
	<u>DOG & KENNEL RECORDS</u>			
01-79	Dog And Kennel License Registers	2 Years Provided Audited	Paper/Electronic	
01-80	Dog License Applications	2 Years Provided Audited	Paper/Electronic	

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(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
01-81	Kennel License Applications	2 Years Provided Audited	Paper/Electronic	
01-101	Pay Ins	3 Years, Provided Audited	Paper/Electronic	
01-82	Unused Dog & Kennel License Applications and Tags	Until Year of License & Tag is Audited	Paper/Electronic	
	<u>MOBILE HOME RECORDS</u>			
01-83	Abstracts Of Mobile Home Tax	Until Audited	Paper/Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
01-102	Application For Deduction for Destroyed Property (Mobile Home)	Six Years	Paper/Electronic	
01-84	Auditor's Tax List-Mobile Home (Tax Duplicate) (1993 & Later Tax Years On Fiche)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-84C	Auditor's Tax List-Mobile Home (Tax Duplicate) (1993 & Later Tax Years On Fiche)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-84D	Auditor's Tax List-Mobile Home (Tax Duplicate) (1993 & Later Tax Years On Fiche)	Permanent	Microfilm/Fiche	
01-103	Conveyance Fee Statement of Value & Receipt	3 Years	Paper/Electronic	
01-104	Exemption From Mobile Home Conveyance Fee Statements	3 Years	Paper/Electronic	
01-105	Manufactured Home Relocation Notices	3 Years	Paper/Electronic	
01-84A	Mobile Home Tax Settlements	10 Years	Paper/Electronic	
01-84B	Mobile Home Tax Settlements, Auditor's Copy (Mobile Home Tax Bills, Paid Receipt, Copy of Auditor)	1 Year, Provided Audited	Paper/Electronic	
01-106	Mobile Home To Real Estate Forms	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-106A	Mobile Home To Real Estate Forms	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-106B	Mobile Home To Real Estate Forms	Permanent	Microfilm	
01-107	Receipts and Receipt Books, Pay Ins	3 Years, Provided Audited	Paper/Electronic	
01-108	Weekly Manufactured Homes Sales Report	3 Years	Paper/Electronic	
01-109	Weekly Real Estate Sales Report	3 Years	Paper/Electronic	
	<u>VENDOR LICENSE RECORDS</u>			
01-85	Limited (Temporary) Vendor's License Applications (attached to weekly report)	2 Years After License Canceled, Provided Audited	Paper/Electronic	
01-86	Regular Vendor's License Applications (Copy Of Vendor's License Attached)	2 Years After License Canceled, Provided Audited	Paper/Electronic	Audited records 30 years
01-87	Regular Vendor's License Weekly Report	2 Years	Paper/Electronic	30 years
	<u>WEIGHTS & MEASURES RECORDS</u>			
01-88	Weights & Measures Inspection Records	2 Years, Provided Any Violations Have Been Corrected	Paper/Electronic	
01-89	Automatic Data Processing (ADP) Board Annual Reports And Minutes (ORC 307.84 And 307.845)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-89A	Automatic Data Processing (ADP) Board Annual Reports And Minutes (ORC 307.84 And 307.845)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-89B	Automatic Data Processing (ADP) Board Annual Reports And Minutes (ORC 307.84 And 307.845)	Permanent	Microfilm	
01-90	Automatic Data Processing (ADP) Board Request Forms	2 Years	Paper/Electronic	
01-91	Board of Revision Minutes	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-91A	Board of Revision Minutes	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: Clermont County Auditor's Office
(Political subdivision name)

**SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE*

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
01-91B	Board of Revision Minutes	Permanent	Microfilm	
01-92	Board of Revision Notices of Appeal (Board of Tax Appeal Cases)	6 Years After Appeal Decision	Paper/Electronic	
01-93	Board of Revision Tax Complaints	6 Years After Complaint Resolved	Paper/Electronic	
01-94	Budget Commission- Budgets (By Taxing District: Village, School & Township)	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-94A	Budget Commission- Budgets (By Taxing District: Village, School & Township)	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-94B	Budget Commission- Budgets (By Taxing District: Village, School & Township)	Permanent	Microfilm	
01-95	Budget Commission- Certificates of Estimated Resources	5 Years	Paper/Electronic	
01-96	Budget Commission Minutes	Maintain paper until microfilmed and quality control checked, prior to paper destruction	Paper	
01-96A	Budget Commission Minutes	Migrate or maintain as necessary until no longer of administrative, fiscal or legal value in electronic format	Electronic or All Other Media	
01-96B	Budget Commission Minutes	Permanent	Microfilm/Fiche	
	<u>BUREAU OF MOTOR VEHICLES</u>			
01-97	Vehicle Registration Records (Not Public Record)	30 Months	Paper/Electronic	
01-98	Driver License Records (Not Public Record)	4 Years	Paper/Electronic	
01-99	Identification Card (ID Card) Records (Not Public Record)	4 Years	Paper/Electronic	
01-100	BMV Agency Records (Correspondence and all other record categories)	3 Years	Paper/Electronic	